

CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

Veterans First**Classification:** **Program Technician II - 2 POSITIONS****Salary: \$2,465 - \$2,998****Permanent – Full Time****Location:** Department of Veterans Affairs
Fresno District Office
1752 E. Bullard Avenue
Fresno, CA 93710**Who Should****Apply:**

Current State employees in this classification or those who are eligible on a certification list, transfers, or reinstatements. Training and Development Assignments may be considered. SROA/SURPLUS PROVISIONS APPLY.

**Duties and
Responsibilities:**

The Program Technician II works under supervision of a Senior Property Agent or at the direction of a lead property agent.

- ☐ Telephone and counter duties, giving out general program information and answer routine questions regarding the program and status of pending loans and accounts. Direct phones calls or questions to appropriate staff person for other than routine questions and problems.
- ☐ Personal Computer, using word processing software to generate routine correspondence in conjunction with loan processing, marketing, and customer service. Generate credit reports, use Mitas system to enter loan application data, use data base or spread sheet software to enter loan information of data or use contact management software to monitor marketing activities.
- ☐ Prepare and process outgoing mail, assemble loan application packages, marketing information and other correspondence as required. Fax, copy, and e-mail or scan documents. File correspondence and other documents.
- ☐ Perform other miscellaneous duties as necessary and as directed.
- ☐ Assist with mortgage broker or other real estate professional training and certification. Make initial marketing contacts over the phone, by mail, or e-mail.

How to Apply:

Candidates should submit a State Application (STD. 678), résumé to:
California Department of Veterans Affairs
1227 "O" street, Room 402
Sacramento, CA 95814

Attention: Gabe Doria

In Line #12 on the State Application, you must clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Re-employment, or Reinstatement. Failure to do so could result in being rejected from the interview process.

Inquiries:

Department of Veterans Affairs
Voice: (916) 653-2535
TDD (916) 653-1966

Final Filing Date: SEPTEMBER 13, 2006

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED.

PSNO: 831-103-9928-010 & 831-103-9928-006

RELEASED: 8.30.06